

Moriac Pre-School



2020 Parent Handbook

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CENTRE PHILOSOPHY

The Moriac Pre-School has been a hub for the town and surrounding rural community since 1970. Our community is an integral part of who we are. Our Pre-school is run by a voluntary committee of management comprised of parents. We strive to provide a fun, warm and welcoming atmosphere and pride ourselves on being a quality, family focused pre-school. We aim to offer a nurturing environment where all children can begin their first steps toward independence.

We do this through a play based curriculum offering challenges and opportunities to learn in a flexible and supportive setting. Our caring and enthusiastic educators provide a safe and secure environment where the children are encouraged to explore, experiment, question, create and initiate ideas. Each child is respected and valued as an individual giving them a sense of belonging and self worth. We feel this will lead to the development of confident children ready for the challenges of tomorrow. We value children being involved in decision making and choices that affect them (which is called 'agency' according to EYLF 2009).

We endeavour to work with families by fostering open and honest communication. We embrace the sharing of knowledge and parent involvement. We believe this is the basis of a partnership that ensures a positive and happy pre-school experience for all. We also believe a pre-school should be flexible and willing to consider new concepts in a changing world. In accordance with this, we aim to promote an acceptance of people's differences by learning about cultures, lifestyles and beliefs. Educators will model inclusive and equitable practices facilitating an atmosphere of acceptance and support for all children, educators, families and the community.

We acknowledge the original custodians of the land and value our natural outdoor space to encourage children to discover respect for the land, nature and animals. We are committed to implementing sustainability into learning and practice, as this promotes awareness and action towards caring for the world we leave our children. Children may engage in 'risky play' opportunities to challenge themselves and practice the skills to make wise decisions. Children cannot learn to be safe by avoiding risks.

The Early Years Learning Framework (2009), guides our service practice to support the Government's vision that "all children have the best start in life to create a better future for themselves and for the nation". Children's mental health and wellbeing is fostered through quiet spaces, relaxation, yoga, meditation, mindfulness, brain gym and learning about healthy lifestyles and nutrition.

At Moriac Pre-school we strive to be responsive to our community's needs by providing a service of value which families may fondly remember in years to come focusing on the children's strengths, building their resilience and developing 'life' skills so they can become competent lifelong learners.

CONTACTS

Moriac Pre-School Phone Number to be used during session times: 5266 2160

Mobile Contact for sms notification: 0408 111 861

The mobile phone is taken on all excursions away from the centre and can be contacted during these times if there is an emergency.

Moriac Pre-School Website: www.moriacpreschool.vic.edu.au

Please regularly check our website for all the latest information.

EDUCATORS

<u>Pre-School Group</u>	Educator/Director:	Tania Clemo
	Early Childhood Educator:	Jocelyn Moorfoot
<u>Pre-Kinder Group</u>	Educator:	Carly Klug
	Early Childhood Educator:	Donna McGarrigle

Term Dates 2020

Term One: 28 January – 27 March

Term Two: 14 April – 26 June

Term Three: 13 July – 18 September

Term Four: 5 October – 18 December

First Monday of each term is teacher set up day with NO STUDENTS TO ATTEND.

Commencement dates to be advised via letter at AGM or post.

PUBLIC HOLIDAYS

New Year's Day	1 January
Australia Day	27 January
Labour Day	9 March
Good Friday	10 April
Easter Sunday	12 April
Easter Monday	13 April
Anzac Day	25 April
Queen's Birthday	8 June
AFL GF Holiday	TBA
Melbourne Cup	3 November
Christmas Day	25 December
Boxing Day	28 December

SESSION TIMES IN 2020

Monday	8.30am – 1.30pm Pre-School
Tuesday	8:30am – 1:30pm Pre-School
Wednesday	8:30am – 1:30pm Pre-School
Thursday	8:30am – 1:30pm Pre-School
Friday	8.30am – 12.00pm Pre-Kinder

COMMITTEE OF MANAGEMENT

Our Pre-School Centre has a **Committee of Management**, which is elected annually from, and by, users of the Centre (parents). The Committee is incorporated under the Associations Incorporation Act 1981.

The purpose of this community based committee is to operate the Pre-School and encourage parental input into the running of the centre.

Specifically the Committee will:

- Interview and select new educators.
- Ensure the Centre operates in compliance with the Children’s Service Regulations.
- Liaise with the Department of Education and Early Childhood Development (DEECD).
- Set fees for children attending, and the manner in which these are to be paid.
- Raise funds for the purchase of consumables and equipment as is deemed appropriate.
- Manage the finances of the Pre-School as derived through fundraising fees, subsidies, grants, etc.
- Assist with maintenance and upkeep of the playground.
- Take a personal interest in the security of the Pre-School at all times.
- Assist in the provision of Pre-School services to the local community within the bounds of the Committee’s Statement of Purpose.

The Annual General Meeting is held in November each year. It is at this AGM that the parent body elects the new Committee of Management members. All parents are encouraged to attend and will be made most welcome. The Committee meets on a monthly basis.

Structure of the Committee of Management 2020

President	Playground & Maintenance Coordinators
Vice-President	Policy Officer
Secretary	Newsletter Coordinator
Treasurer	Fundraising & Social Events Coordinators
OH&S	General Committee Members
Human Resources Coordinator	

THE PROGRAM

Our program is developed in accordance with the Early Years Learning and Development Framework and is guided by the 5 developmental outcomes.

Outcome 1: Children have a strong sense of identity.

Identity: Children develop trusting relationships with other children and educators. They develop independence and self-confidence. They are beginning to initiate and join in play with others, they show confidence in expressing their ideas, they are open to try new activities and persist at tasks that are difficult. They are developing skills in solving their own problems and are beginning to understand that other children have feelings and need to be looked after just as they do.

Outcome 2: Children are connected and contribute to their world.

Community: The child is becoming aware that they are part of a community and develop a sense of belonging to the group. They are learning to recognise similarities and differences between people. They listen to others ideas, show concern for others and begin to show respect for the environment.

Outcome3: Children have a strong sense of wellbeing.

Wellbeing: Children are learning to make choices, accept challenges, cope with frustrations and are becoming more aware of their feelings and finding appropriate ways of expressing them. They learn to manage change and conflict when it arises. They are becoming more independent in caring for their belongings. Developing spatial awareness and gaining more control over their bodies. They start to show a hand preference and are beginning to manipulate materials such as pens, paint brushes and drawing and writing materials.

Outcome 4: Children are confident and involved learners.

Learning: The child is curious, enthusiastic and involved in their learning. Children show they are becoming more confident and involved learners as they spend more time on tasks ask questions and share their knowledge with others. They begin to persevere with difficult tasks and experience the satisfaction of achievement.

Outcome 5: Children are effective communicators.

Communication: Children interact verbally with others. They are beginning to ask and answer questions, express their thoughts and ideas to others. Express their needs and show interest in songs, rhymes and books. They also start to recognise letters, numbers and print in the environment.

“Play” will be the major means through which all these outcomes will be achieved.

Play has been recognized as being the most significant means through which young children learn because:-

- It is a natural and spontaneous activity of children;
- It is an enjoyable way for children to learn;
- It allows for children’s differences and encourages an individual approach;
- It encourages children to learn through trial and error, and experimentation.

The preschool year is an essential part of a child’s early development and learning. Here, through the experiences they participate in and interactions with educators and other children, your child will form basic attitudes, skills and knowledge on which they will build throughout their lives.

During the early years one of the most important goals is to support children to become enthusiastic learners, not just at Pre School but in every aspect of their lives. We will encourage the children to be creative explorers who think their own thoughts and are not afraid to try out their ideas.

At Pre School we cater for the individual needs and interest of each child, allowing them to learn at their own pace and in ways that are best for them. Your child may not come home every day with a painting, drawing or pasting, but they will have been very busy working at something else such as blocks, reading, puzzles or dramatic play.

The Program provides opportunities for children to learn through their interactions with others and the environment. There will be a variety of opportunities to participate in individual, large and small group experiences. The children will have times in the day that they chose where to participate and there will also be times where we all come together as a group to participate in music and movement, singing, stories and group discussions.

COMPLAINTS & GRIEVANCES

Moriac Pre-School Centre's procedures for receiving, investigating and resolving a complaint or grievance are contained in our Complaints & Grievances Policy. This policy is available to view in hard copy at the Pre-School in the pink folder located above the children's lockers, and on our website www.moriacpreschool.vic.edu.au.

Three members of the Committee of Management sit on our Grievances Sub-Committee. The contact details of the sub-committee members are displayed on the main noticeboard. Parents are encouraged to approach **any** of the sub-committee members with any complaints or concerns or grievances, which will be dealt with efficiently and immediately in the strictest of confidence. Our educators are also available to discuss any issues regarding your child/children and encourage open communication at all times.

Our Complaints & Grievances Policy clearly communicates that the Committee of Management and educators are committed to:

- providing an environment of mutual respect and open communication, where the expression of opinions is encouraged
- complying with all legislative and statutory requirements
- treating all complainants fairly and equitably
- dealing with disputes and complaints with fairness and equity
- promoting prompt, efficient and satisfactory resolution of complaints and grievances
- maintaining professionalism and integrity at all times
- maintaining confidentiality at all times

and that,

Parents/guardians are responsible for:

- raising a complaint directly with the person involved, in an attempt to resolve the matter without recourse to the complaints and grievances procedures
- communicating (preferably in writing) any concerns relating to the management or operation of the Moriac Pre-School Centre as soon as is practicable
- raising any unresolved issues or serious concerns directly with the Committee of Management, via the Director of the Centre or through the Grievances Subcommittee
- maintaining complete confidentiality at all times
- co-operating with requests to meet with the Grievances Subcommittee and/or provide relevant information when requested in relation to complaints and grievances.

If you have a complaint or grievances and would prefer not to contact the Committee of Management or Educators you may contact:

Children's Services Advisor

Department of Education and Training (DET)
Barwon South Western Region
75 High Street
Belmont 3216
Phone: 1300 33 232

ACCEPTABLE BEHAVIOUR

Moriac Pre-School Centre Inc. is committed to positive and open communication between families and educators and the committee of Management. Communication is essential to the smooth operation of the Pre-School and to a successful year at preschool for children.

Families are encouraged to communicate any concerns in a positive manner and as early as possible to allow a prompt response to such concerns. All concerns must be communicated in a calm and respectful way.

Families may address their concerns to the teachers or our Grievances Sub-committee as they feel appropriate.

Moriac Pre-School Centre Inc. welcomes all feedback, however there are time when people behave in a way that is unacceptable. Sometimes, such behaviour extends to harassment and bullying.

Conduct which falls within the scope of unacceptable behaviour includes, but is not limited to:

- Verbal abuse or threats
- Any form of physical abuse
- Remarks which could be seen as offensive or constitute sexual harassment
- Intimidatory behaviour
- Treatment that involves frightening, threatening or demeaning techniques
- Fraud and theft
- Attendance at the Pre-School while under the influence of alcohol or non-prescription drugs.

All educators and committee members are encouraged to comply with the resolution procedures for perceived unacceptable behaviour and will report instances of unacceptable behaviour to the Committee of Management. Copies of all related policies are available at the Pre-School if you would like more detailed information.

FEES

The Department of Education and Training provides per capita funding as a contribution towards the cost of the Pre-School program. However, this contribution covers only part of our running costs each year. We are therefore financially dependent on fees collected from parents as well as monies fundraised through the year. The Pre-Kinder program is funded totally by the fees paid by parents.

Fees are set each year for the following year. The fees for 2020 are as follows:

Pre-School: \$1500.00 per year – 15 hours per week

Concession: \$0 per year – (Current H.C.C./ Pension Card required)

*(Please note for concession card holders: DET provides funding for all 15 HOURS for the Pre-school program. To be eligible for this funding program you **MUST** have a **CURRENT** HCC Card or other eligible Pension card on file with the Pre-School. If your card expires and is not replaced, you will be invoiced the pro-rata full fees from the date of expiration. Conversely if you become eligible during the year, please notify the Treasurer **IMMEDIATELY** so your invoice is adjusted.)*

Pre-Kinder: \$1,240.00 per year – 3.5hours per week

Concession: No Concession Available

Fees are invoiced to parents/guardians directly and must be paid by the due date as indicated on the invoice. In 2020 fees can be paid by internet banking (direct transfer) or Credit card via invoice link. Payments of fees **will not** be accepted at the Centre.

There may be adjustments to these fees during the year at the discretion of the Committee of Management.

Parents/guardians experiencing difficulty in paying fees are requested to contact the President or Treasurer to arrange a suitable alternative payment plan.

The Privacy and Confidentiality of all families will be maintained at all times.

POLICIES

Moriac Pre-School has a number of policies relating to many different issues which are regularly reviewed. These are always available for you to read and are located in the pink policy folder above the children's lockers.

ADMISSION REQUIREMENTS

Pre-Kinder group

1. The criteria for starting Pre-Kinder is the child must turn 3 years of age before 30th April.
2. There is often a big difference in age amongst the Pre-Kinder Group.

During the year you may like to discuss with the teacher your child's progress. Some children require more time to mature and develop so she may suggest your child do more than one year of Pre-Kinder before entering the Pre-School group.

Pre-School group

To be eligible to receive one year of government subsidised pre-school, children must be 4 years of age by April 30th the year they attend. A birth certificate and immunization statement from Medicare must be provided.

If your child turns 6 whilst at Pre-School an exemption needs to be sought from the Director of Schools Education to let them know your child is attending a place of education, in this case, Pre-School.

Deferment of your place

Every parent has until the end of term 1 the year their child starts pre-school, to defer their child's place until the following year without affecting their funding. Often children are not ready for pre-school even though they are age eligible. Alternatively, some children may be eligible for a funded second year of pre-school, but must meet strict criteria which has been set down by DET.

Although children may seem intellectually mature enough to cope with pre-school/school, some may need extra time to 'grow' and develop in the areas of social, emotional, physical and self-help skills.

Please feel free to discuss any concerns you may have with your child's teacher. If the teacher approaches you with any concerns she may have about your child's progress or readiness for pre-school or school, please do not be alarmed as they only have your child's best interests at heart.

STARTING PRE-SCHOOL & PRE-KINDER

This can often be a nervous time for some children as they find the new situation and routine strange and hard to accept. Please do not feel your child is being difficult or unusual if this is so. With patience and understanding this situation can usually be solved fairly easily and quickly given time.

Please don't be tempted to slip away whilst your child is busy without saying goodbye. This can only lead to feelings of insecurity. It is a good idea to tell them initially where you are going and what you will be doing, this will give them some idea of where you will be and when you will return. After your child has settled in say 'goodbye', but don't linger. It is better to come back earlier and spend time with your child at the end of the session, rather than stay at the beginning of the session.

The beginning of the pre-school year is often very tiring for children and can be very hot. Please don't feel your child has to stay for the whole session if you sense they are tiring. It is more beneficial for them to start gradually and cope well, than to stay for the whole session and struggle.

DELIVERY AND COLLECTION OF CHILDREN

Each time you bring your child you must sign the attendance book provided at the entrance area. Please make sure you sign opposite your child's name and not someone else's. You must also sign your child out when you take them home. If your child is to go home with a person who has not been recorded on your confidential enrolment form you must fill out an extra 'Additional Authority' Form and let the educators know. If you are delayed and unable to pick your child up on time please telephone the teacher so they may reassure your child. **Please remember your child is in your care until signed into the care of educators at the beginning of the session and likewise at the end of the session.**

Out of courtesy and respect for the educators, please do not drop children off early (emergency situations are an exception). If you know of an occasion when this may need to happen it is important to discuss it with your educator. Parents and children are asked to wait outside until educators have opened the entrance door. This allows them the time they need to ensure everything is ready for the day's program.

The catch on the gate is at adult height for the safety of the children. Please make sure that the gate is **closed at all times**. Please be sure that you do not let other children out as you go through the gate. Encourage your child to hold your hand when walking to the car and follow the yellow duckfeet to get to your car. Remember the car park is a very busy place and little children are very quick to move and hard to see.

NOTICES

Notices, pamphlets, etc. will be displayed on the notice board near the children's lockers and the whiteboard at the entrance to the Pre-School.

Newsletters, notices, receipts, invoices etc. are **emailed**. Please make sure Moriac Pre-School is added to your safe list of contacts. It is important that you read all notices so you are aware of what is happening within the Pre-School.

TIMES TO TALK TO THE EDUCATOR

The educator is always available to talk with you after the session however it can be a little chaotic before the session with preparation and then settling the children.

Urgent messages regarding the child such as another person will be collecting your child, family upsets, health matters, etc., can be told to educators at the start of each session. More general discussions regarding the child's interest, progress, etc., are better to be held at the end of a session. Alternatively, arrange a suitable time with your child's educator to discuss any concerns you may be having.

Thank you for your co-operation in this matter as it helps with the smooth running of the sessions.

PRESCHOOL BAGS

Each child will require a bag which they can bring to preschool. These need to be large enough to carry a hat, spare clothing, artwork, a drink bottle and the very important lunch box. Please make sure that containers are able to be easily opened and closed by your child! Each child will be allocated a locker at the beginning of the year where they can put their bag whilst at preschool. **Please make sure everything is named** and the bag is big enough for children to zip up and manage themselves.

HEALTHY EATING

As we are a centre that promotes healthy eating, children are asked to bring a **healthy snack/lunch** such as sandwiches, a piece of fruit, cheese, dried biscuits, carrot, celery, yoghurt or dried fruit to each session in a named container. We support and encourage **NUDE FOOD** so please remove all commercial packaging and no glad wrap etc.

We ask that children do not bring lollies, chocolates or chips. The children will not be allowed to eat these at preschool. All food not eaten will be sent home in their containers. This will help you monitor what your child is eating. We encourage parents to include an ice-pack with their child's lunch as required.

Please ensure you inform educators if your child has a food allergy or any specific nutritional requirements. This is very important! The educators will discourage children from sharing food brought from home whether or not children with food allergies or other medical conditions are attending a session. **We ask that parents remind children that they are not to share food at preschool but to eat only what they bring from home or are given by the educators. We endeavour to be a Nut Free Environment.** Please do not send anything that has peanuts or any other form of nuts in it such as **Peanut Butter or Nutella.**

A **named** drink bottle of water should be provided at all times and kept in your child's bag.

CLOTHING

We will do our best to protect the children's clothes. They wear smocks when they paint or are involved in other messy activities, but it is not possible for children to stay clean at all times! It is best for children to wear clothes that are comfortable and easy to wash. Please label children's clothes, particularly hats, jumpers and shoes!

In winter children may like to wear gumboots and bring a pair of slippers to wear indoors. Please make sure these are named as well.

We have a variety of spare clothes at the preschool, so if your child comes home in any of these clothes, please wash and return them to the preschool as soon as possible. It is a good idea to keep a spare set of clothes in your child's preschool bag as this is a much easier solution.

Please note thongs, long dresses, and clogs/crocks are not permitted at the preschool as they are particularly dangerous when running and climbing outdoors.

UNIFORM

The uniform at Moriac Pre-School is not compulsory. This can be purchased directly from Beleza Uniforms Geelong. The Moriac Pre School Centre uniform consists of:

- Short sleeve polo shirt (Red or Navy)
- Crew neck windcheater (Red or Navy)
- Polar fleece vest (Navy)
- Bucket hat (Red or Navy)

SUN PROTECTION

Moriac Pre-School is a Sun Smart facility participating in the Sun Smart scheme. As outdoor play is an important part of our program, the children need sun protection.

From Mid August to April 30th, all children **MUST** wear a **broad brimmed hat** when playing outside (base ball caps are not suitable). If they do not have a hat they will be asked to stay in the shade for the duration of our time outdoors. Educators and parents on duty are also required to wear a hat outside so as to set a good example for the children.

- Parents **MUST** sunscreen their children **before** they come to preschool. As you can imagine it is extremely difficult and very time consuming to expect the educators to put sunscreen on 20 or more children. Sunscreen is available at the sign in book if you need it. The first day of term 1 parents are to bring a named roll on sunscreen for their child to keep at kinder to reapply every 2 hrs as per sun smart recommendations.

From May to August children need to wear hats and sunscreen on days where the UV index is 3+ (as notified via the Victorian Cancer Council's free SunSmart app). We ask parents to ensure that named hats are always in children's bags for use on these days. We use the Pre-School whiteboard to inform parents when hats and sunscreen are needed.

Bathers are not suitable wear for preschool. Please also include a drink bottle in your child's bag filled with water so they can help themselves to a drink throughout the session.

Please refer to our Sun Protection Policy for more information.

BIRTHDAYS

We happily celebrate children's birthdays by singing "Happy Birthday" to them and giving them an opportunity to blow out the candles on our special 'cup cakes'. They also choose a sticker from the 'Birthday Box'. No food is to be brought along on these days to share with the other children.

Birthday Invitations: If giving out invitations at preschool, please make sure they are given to parents. This avoids children getting upset or hurt if they do not receive one. We thank you for your understanding and co-operation with this request.

PARENT HELP

Any help that parents can give to the preschool is appreciated and here are some ways in which help is needed:

- 'Stay and Play' during your child's session.
- Helping when we go on excursions or if we have a guest at the preschool.
- There are always jobs to be done, such as gardening and mending broken equipment. Please let us know if you can assist.
- Some parents may like to come and share a skill or craft with the children, such as a musical instrument or cooking.
- On occasions we organise Working Bees to tackle a number of jobs at once.
- We have a Fundraising team who organises a number of fundraising activities throughout the year. They are always looking for help, so please offer assistance if you can.
- Join the Committee of Management and participate in the running of our Pre-School Centre.

Laundry: Parents of Pre-School children are asked to participate in the laundering rosters. Each family will be rostered on about **once a year**, with the onus being on the parent to negotiate a change if this is not suitable. We are aware that many families are on tank water and this may be difficult, so we will always check with you first.

Helping at Preschool: A 'Stay and Play' roster will be on display each term. This is a wonderful opportunity for you to participate in the preschool program and it is a time that parents and children eagerly look forward to. Parents are usually rostered on for at least one session per term, but this can vary according to the number of families available and the number of sessions per term.

CHILDREN'S LIBRARY

During the year the Pre-School children (not Pre-Kinder) will be able to borrow a book from our extensive library. A notice will be sent out to inform families when this will be commencing.

CHILDREN'S TOYS

Many children like to bring toys from home to show their friends. Things can get broken or lost, so please make sure **very special** things do not make their way to preschool. We also ask that toy weapons NOT be brought. We welcome the children bringing in special items of interest but please note, all items will remain the responsibility of your child at all times. Educators are unable to 'look after' or 'protect' items.

PRE-SCHOOL EQUIPMENT

Occasionally children will take equipment home that belongs to the preschool unbeknownst to the educators. It is important that parents return anything they find in their child's bag they know does not belong to them. Although children don't mean to take things, sometimes the temptation is too great. They only see it as borrowing something for a little while! We will always thank your child for returning a 'lost' item.

RECYCLING

The preschool often manages to find a use for items normally cast out in the rubbish. Please keep an eye out in the newsletter or on the notice board for the items we are collecting. For health and safety reason we do not accept cigarette boxes, medication boxes or toilet rolls.

MONEY

Any fundraising money that is brought to the preschool must be sealed in an envelope clearly stating what it is for and the amount of money that is enclosed. It is important to **put your child's name on the envelope** and hand it to educators.

LAMINATING

Moriac Pre-School owns and operates a laminating machine. To help with the running costs of the machine we have a laminating service available to our community. The cost is kept low, so we are very competitive. Please see educators if you require this service.

EVACUATION OR EMERGENCY PROCEDURES

An emergency can arise from any number of causes. No two emergencies will present the same problems and, therefore, will require different corrective action and for this reason the people involved are expected to exercise a degree of initiative in performing safety tasks. Emergency Evacuation procedures are practiced with the children throughout the year. These procedures are regularly under review. Emergency Procedure Plans are placed around the room for you to view. Our full Emergency Management Plan is available to view as attachment 1 of our Emergency and Evacuation Policy.

INCIDENT, INJURY, TRAUMA & ILLNESS

All our educators are trained in Level 2 First Aid, CPR, Anaphylaxis, and Emergency Asthma Management. A list of first aid and other health products used by the Pre-School is available for your information. First aid kits can be inspected on request.

We ask that parents inform the Pre-School if there have been any recent accidents or incidents that may impact on the child's care e.g. any bruising or head injuries, and to phone when their child is unable to attend due to illness. **Please do not give your child paracetamol before bringing them to the Pre-School as that may mask symptoms of a more serious illness developing and produce a rapid rise in body temperature when the effect of the paracetamol subsides.**

If your child is ill during his/her session you will be contacted to collect your child. If parents cannot be contacted, the person listed as an Emergency Contact on the enrolment form will be asked to collect the child.

If your child is involved in an accident or medical emergency, the person in charge will immediately contact you and any emergency service deemed necessary. If parents cannot be contacted during an emergency the person listed as an Emergency Contact on the enrolment form will be notified.

In all instances, details will be recorded in the Incident, Injury, Trauma & Illness Book which parents are required to read and sign if their child becomes ill or is involved in a medical emergency or an incident at the service that results in injury or trauma.

Please refer to our Incident, Injury, Trauma & Illness Policy for more information.

MEDICAL CONDITIONS

Please inform us as soon as possible of your child's medical conditions, if any. This ensures we can deliver a program of activities and experiences that allows all children, including those with diagnosed medical conditions, to participate safely and to their full potential. In such cases a medical management plan and a risk minimisation plan will be developed in consultation with parents, educators and the child's doctor(s). A communication plan to promote effective ongoing communication between parents and educators regarding the status of their child's health and specific requirements in relation to the management of the medical condition, is also encouraged. Please refer to our Dealing with Medical Conditions Policy and other related policies (e.g. Administration of Medication, Asthma Management, Anaphylaxis Management, Diabetes etc) for further information.

Asthma

Parents must complete an Asthma Action Plan for their child should they be an asthma sufferer. The Asthma Action Plan must be signed by the child's doctor and provided prior to preschool starting. (Your child may have had one asthmatic event in their life. This will mean that another event is possible at any time, therefore, it is important to complete the Asthma Action Plan). Please discuss with educators your child's management plan so they may help them should an asthma attack occur.

Anaphylaxis

If your child has a severe allergy and has been prescribed an Epipen/Anapen they must have the pen at Pre-School at all times. If they do not have an Epipen/Anapen with them they will not be allowed to stay for the session. Parents must also complete an Anaphylaxis Medical Management Action Plan.

Medications

A Medication Booklet is kept at the Pre-School for recording all details about the administration of all medication to children at the centre.

If your child requires medication during a session you need to note all the details in the Medication book. Parents must provide a current medical management plan when their child requires ongoing medication or medication to be administered in emergencies. Parents may authorise the administration of the medication for a defined period (up to six months). Parents must personally hand the medication to an educator and inform them of the appropriate storage and administration instructions for the medication provided. Educators will keep the medications in a child-proof container and in a location inaccessible to children. Parents must ensure that no medication or over-the-counter products are left in their child's bag or locker and must take home all medication at the end of each session.

Non-prescribed medication (with the exception of sunscreen) will only be administered for a maximum of forty-eight hours, after which a medication plan from a doctor for continued use will be required.

No medications, including Paracetamol are supplied by the Moriac Pre-School. Paracetamol is not appropriate first-aid or emergency treatment and will be treated like any other medication, requiring

prior written and signed consent. Educators will not administer paracetamol for mild fever (under 38.5°C), gastroenteritis or as a sedative.

Please refer to our Administration of Medication Policy for more information.

HEAD LICE

Head lice have been around for many thousands of years, they can only survive on humans and anyone can get them. If isolated from the head they die very quickly (usually within 24 hours). People get head lice from direct hair to hair contact with another person who has head lice. Head lice do not have wings or jumping legs so they cannot fly or jump from head to head, they can only crawl.

While head lice do not spread disease, they are included in the Department of Health's exclusion table which defines the minimum period of exclusion from a children's service for children with infectious diseases. According to this table, where a child has head lice, that child must be excluded until the day after appropriate treatment has commenced.

Parents are asked to sign the *Consent Form to Conduct Head-Lice Inspections* before their child attends the Pre-School. Where live head lice are found, we will notify the parents/guardians when the child is collected from the service and will provide them with relevant information about the treatment of head lice. Other families will be provided with a notice to inform that head lice has been detected in the group and to encourage them to be vigilant and carry out regular inspections of their own child. The privacy and confidentiality of all families will be maintained at all times.

Parents are asked to regularly check their child's hair for head lice or lice eggs, to treat any infestations as necessary, and to notify us if head lice or lice eggs have been found in their child's hair and when treatment was commenced.

For further information please refer to our Dealing with Infectious Diseases Policy and <http://www.health.vic.gov.au/headlice/>

INFECTIOUS DISEASES

Children often become ill with infectious diseases, e.g. chicken pox, school sores, measles etc. It is important to notify the educators if this happens, or if your child has been in contact with someone else who has become ill with an infectious disease. In accordance with current Health Regulations you may find that your child will be excluded from the Pre-School for a short period of time. Children who are not fully immunised may also be required to stay at home when an infectious disease is diagnosed at the Pre-School.

If your child is unwell please do not send them to Preschool. It is unfair to them, the other children and educators. We do understand that children get colds and may have a runny nose and cough every now and then. If they have a continuous runny nose, persistent cough, fever or require panadol then they are not well enough for Preschool.

If your child has gastro/vomiting/diarrhoea they cannot return for 48 hours after symptoms have ceased. Thank you for assisting us in providing a happy healthy Preschool for children and educators.

For more information please refer to our Dealing with Infectious Diseases Policy and to <http://docs.health.vic.gov.au/docs/doc/Minimum-Period-of-Exclusion-from-Primary-Schools-and-Childrens-Services-Centres-for-Infectious-Diseases-Cases-and-Contacts>

SCHOOL ENTRY

Upon completion of full immunization program, the Surf Coast Shire will issue your child with a school immunization certificate.

Enrolments at school are generally taken anytime the year preceding entry. Most schools like to have enrollment numbers by July - August as this helps them to plan staffing which is influenced by the number of children attending the school.

It is the parent's responsibility to enroll their child/children at their chosen primary school. This should be done before transition programs have been put into place. These usually occur between October and December the year prior to starting school.

We are all looking forward to 2020, we wish you all a wonderful year at Moriac Pre-School.

ATTACHMENTS FEE POLICY

FEES POLICY

Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Moriac Pre-School Centre Inc., by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Moriac Pre-School Centre Inc..

POLICY STATEMENT

Values

Moriac Pre-School Centre Inc. is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising users of the service about program funding, including government support and fees to be paid by parents/guardians
- providing equitable access for families eligible for the Kindergarten Fee Subsidy.

Scope

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Moriac Pre-School Centre Inc..

Background and legislation

Background

The Department of Education and Training (DET) provides per capita funding as a contribution towards the costs of the four-year-old kindergarten program. Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children's program. In addition, the Kindergarten Fee Subsidy (refer to *Definitions*) enables eligible families to attend the four-year-old kindergarten program at minimal or no cost.

DET also funds eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs as outlined in *The Kindergarten Guide* (refer to *Sources*).

DET requires that funded services have a comprehensive written fees policy in place, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged, as required under Regulation 168(2)(n), and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must comply with the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*), and be responsive to the local community and the viability of the service. *The Kindergarten Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities 2006* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulation 168(2)(n)*
- *Equal Opportunity Act 1995* (Vic)
- *National Quality Standard, Quality Area 7: Leadership and Service Management*
 - Standard 7.3: Administrative systems enable the effective management of a quality service

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Approved care: Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at: www.humanservices.gov.au/customer/services/centrelink/child-care-benefit

Child Care Benefit (CCB): A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at: www.humanservices.gov.au/customer/services/centrelink/child-care-benefit

Early Start Kindergarten: A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: <http://www.education.vic.gov.au/about/programs/learningdev/Pages/default.aspx>

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Excursion/service event charge: An additional charge required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge (refer to *Excursions and Service Events Policy*).

Fees: A charge for a place within a program at the service.

Health Care Card: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at: www.humanservices.gov.au/customer/services/centrelink/health-care-card

Kindergarten fee deposit: A charge to secure a place that has been offered in a program at the service. This is deducted from term fees.

Kindergarten Fee Subsidy (KFS): A state government subsidy paid directly to the funded service to enable eligible families to attend a funded kindergarten program at no cost (or minimal cost) to promote participation. Details, eligibility requirements and a calculator, are available in *The Kindergarten Guide* (refer to *Sources*).

Kindergarten Fee Subsidy – Fees Policy: Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in *The Kindergarten Guide* (refer to *Sources*).

Late collection charge: A charge that may be imposed by the Approved Provider when parents/guardians are late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

Registered care: Care provided by nannies, grandparents, relatives or friends, individuals working within kindergartens, occasional care services and outside school hours care services that are registered with the Family Assistance Office. Eligible families can receive some reimbursement of costs when using a registered care provider. Details are available at: www.humanservices.gov.au/customer/services/centrelink/child-care-benefit

Voluntary parent/guardian contribution: A voluntary payment for items not directly related to the provision of the children's program. Attendance at the service is not conditional on this payment.

Sources and related policies

Sources

- *The Kindergarten Guide (Department of Education and Training)* is available under *early childhood / service providers on the DET website*: www.education.vic.gov.au
- The constitution of Moriac Pre-School Centre Inc.

Service policies

- *Complaints and Grievances Policy*
- *Delivery and Collection of Children Policy*
- *Enrolment and Orientation Policy*
- *Excursions and Service Events Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider is responsible for:

- reviewing the current budget to determine fee income requirements
- developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DEECD's *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*)
- ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*)
- considering any issues regarding fees that may be a barrier to families enrolling at Moriac Pre-School Centre Inc. and removing those barriers wherever possible
- reviewing the number of families experiencing financial hardship and the effectiveness of the procedures for late payment and support offered
- considering options for payment when affordability is an issue for families
- clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible
- providing all parents/guardians with a copy of the document containing fee information for families (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- collecting and receipting all fees

- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2))
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Moriac Pre-School Centre Inc..

The Nominated Supervisor is responsible for:

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*)
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Moriac Pre-School Centre Inc. and removing those barriers wherever possible
- considering options for payment when affordability is an issue for families
- communicating this policy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with a copy of the document containing fee information for families (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 3 and 4)
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Moriac Pre-School Centre Inc..

Certified Supervisors and other educators are responsible for:

- informing the Approved Provider of any complaints or concerns that have been raised regarding fees at the service
- referring parents'/guardians' questions in relation to this policy to the Approved Provider
- assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy.

Parents/guardians are responsible for:

- reading the Moriac Pre-School Centre Inc. Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 4 and 5) and the Statement of Fees and Charges (refer to Attachments 2 and 3)
- signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
- notifying the Approved Provider if experiencing difficulties with the payment of fees
- providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families (refer to Attachment 1 – Fee information for families).

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- monitor the number of families/children excluded from the service because of their inability to pay fees
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

ATTACHMENTS

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program
- Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program

AUTHORISATION

This policy was adopted by the Committee of Management of Moriac Pre-School Centre Inc. on 15th August 2016.

ATTACHMENT 1

Fee information for families

Moriac Pre-School Centre Inc. 2020

1. Why fees are necessary

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing a four-year-old kindergarten program. Services meet the balance of costs through charging fees and fundraising activities.

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a four-year-old kindergarten program free of charge, or at a minimal cost.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Moriac Pre-School Centre Inc. provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

2. How fees are set

As part of the budget development process, the Committee of Management sets fees each year for the programs of the service, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of the *Kindergarten Fee Subsidy – Fees Policy* (details in the *Victorian kindergarten policy, procedures and funding criteria* document available at www.education.vic.gov.au/ecprofessionals/kindergarten/)

Fees set for the year are only reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point.

3. Other charges

Other charges levied by Moriac Pre-School Centre Inc. are included on the Statement of Fees and Charges. These include:

- **Kindergarten fee deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit. Families experiencing hardship should also discuss any difficulties with the service.
- **Excursion/service event charge:** This additional charge is required to cover the cost of excursions or special events that occur throughout the year in response to emerging children's program needs and interests. Affordability and relevance to the children's interests and the service program will be taken into consideration before a decision is made that will require families to pay this additional charge (refer to *Excursions and Service Events Policy*). Events that are planned ahead are included as an expenditure item in the service's budget and do not incur this additional charge.
- **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management.

4. Statement of fees and charges

A statement of fees and charges for four-year-old or three-year-old kindergarten will be provided to families on enrolment.

5. Fundraising

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

6. Subsidies

6.1 Kindergarten Fee Subsidy (four-year-old programs only)

The Kindergarten Fee Subsidy is provided by DEECD and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time – contact the service for further information.

Families who may be eligible for the Kindergarten Fee Subsidy (four-year-old programs only) include those who are:

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card holders
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Asylum seekers on Bridging Visas A–F
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (RoS) visa, Class CD, subclass 851
- Aboriginal or Torres Strait Islander children
- triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be sighted by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

6.2 Early Start Kindergarten fee subsidy

Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

6.3 Child Care Benefit (CCB) (Moriac Pre-School Centre Inc's four-year-old program only)

Child Care Benefit (CCB) is an Australian Government payment that can assist eligible families with the costs of childcare at an approved or registered care provider. Moriac Pre-School Centre Inc. is an approved provider with the Family Assistance Office (FAO).

Approved care is childcare that meets certain standards and requirements, and is approved by the Australian Government. Approved care providers must hold a licence to operate, have qualified and trained staff, be open certain hours and meet health, safety and other quality standards. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers.

The amount payable is set by the Australian Government. Further details are available at www.familyassist.gov.au or telephone the FAO on 136 150.

7. Payment of fees

The Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided for all fee payments upon request.

Parents/guardians experiencing difficulty in paying fees are requested to contact the President or Treasurer to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

8. Unpaid fees

If fees are not paid by the due date, the following steps will be taken.

- An initial yellow reminder statement will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Following this, a reminder phone call will be made within a week of the yellow reminder statement being issued.
- A second red reminder statement will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a third and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The Committee of Management will continue to offer support and will reserve the right to employ the services of a debt collector.
- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.

9. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and fee deposit, where appropriate) will be provided

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management. There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

10. Children turning three during the year of enrolment

A kindergarten fee deposit of one term's fees is payable on acceptance of enrolment. This deposit is retained by Moriac Pre-School Centre Inc as payment of Term 1 fees. Children can only commence the program when they have turned three, unless the child is accompanied by their parent/guardian at all times until they turn three.

11. Multiple Birth Enrolments

Fees for multiple birth enrolments will be offered at a special rate, of 25% off, for second and subsequent children.

12. Foster Children

Fees will be offered at a special rate, of 25% off, for children in such circumstances.

13. Support services

Families experiencing financial hardship often require access to family support services. Information on these services is available from the kindergarten service provider and a list can be supplied to those families who require it.

14. Notification of fee changes during the year

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

Moriac Pre-School Centre



7 Clerke Court, Moriac 3240

Phone: 5266 2160

Facsimile: 5266 1402

ATTACHMENT 2 - STATEMENT OF FEES AND CHARGES

Moriac Pre-School Centre Inc.

Fee schedule 2020 - Four-year-old (funded) kindergarten

Hours: 15 hours per week

	Fees (\$)	Total (\$)
Kindergarten fee deposit	375.00	375.00
Term 1	DEPOSIT	DEPOSIT
Term 2	375.00	375.00
Term 3	375.00	375.00
Term 4	375.00	375.00
Total	1500.00	1500.00

Payment of fees

Invoices will be issued **each term** and must be paid by the due date.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from Term 1 fees. Payment will secure the child's place in the four-year-old (funded) kindergarten program.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments.

Child Care Benefit (CCB)

For information on the Child Care Benefit, refer to Fee information for families.

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families)

ATTACHMENT 3 - STATEMENT OF FEES AND CHARGES

Moriac Pre-School Centre Inc.

Fee schedule 2020 - Three-year-old kindergarten

Hours: 4 hours per week

	Fees (\$)	Total (\$)
Kindergarten fee deposit	310.00	310.00
Term 1	DEPOSIT	DEPOSIT
Term 2	310.00	310.00
Term 3	310.00	310.00
Term 4	310.00	310.00
Total	1240.00	1240.00

Payment of fees

Invoices will be issued **each term** and must be paid by the due date.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from Term 1 fees. Payment will secure the child’s place in the three-year-old kindergarten program.

Early Start Kindergarten fee subsidy

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Fee information for families) will not be required to make fee payments.

Child Care Benefit (CCB)

For information on the Child Care Benefit, refer to Fee information for families.

Children turning three during the year

Payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three, unless the child is accompanied by their parent/guardian at all times until they turn three.

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

ATTACHMENT 4 FEE PAYMENT AGREEMENT - 2020 Four-year-old (funded) kindergarten program

Please complete this form and return to Moriac Pre-School Centre Inc. by

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria below. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy*, which could result in the withdrawal of my/our child's place at the service.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the President or Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.

Kindergarten Fee Subsidy

Please indicate if you are eligible for one of the following concessions:

- Health Care Card Pensioner Concession Card
DVA Gold Card Bridging Visas A–F
Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
Resolution of Status Visa (RoS) Visa Class CD, Subclass 851
Refugee and Special Humanitarian Visas 200–217
Triplets or Quadruplets Aboriginal or Torres Strait Islander

Supporting documentation will need to be sighted and photocopied on commencement at Moriac Pre-School Centre Inc. by the Teacher.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at www.education.vic.gov.au/ecsmanagement/careankinder/funding/subsidy.htm

Signature (parent/guardian)

Date

Note: invoices, receipts and collection of fees will be in accordance with the Moriac Pre-School Centre Inc. *Fees Policy*

ATTACHMENT 5 FEE PAYMENT AGREEMENT - 2020

Three-year-old kindergarten program

Please complete this form and return to Moriac Pre-School Centre Inc..

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the three-year-old kindergarten is not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy* which could result in the withdrawal of my/our child's place at the service.
- I/we understand that term fees are non-refundable.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the President or Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.

Signature (parent/guardian)

Date

Note: invoices, receipts and collection of fees will be in accordance with the Moriac Pre-School Centre Inc. *Fees Policy*.

Early Start Kindergarten

Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

2020 Fee Payment Schedule

Term Dates for 2020

Term 1	28/01/20	to	27/03/20
Term 2	14/04/20	to	26/06/20
Term 3	13/07/20	to	18/09/20
Term 4	05/10/20	to	18/12/20

Payment Methods: Credit Card via invoice link or Internet Banking via direct deposit/transfer. Cash and cheques are **not** accepted at the Pre-School premises for security reasons. Your invoice for 2020 fees will be issued in February.

Pre-School (4/5 year old Kinder) - 15 hours per week

Annual Fee \$1,500 - Concession -\$0.00 (HCC required)

*Please note for concession card holders: DET provides a contribution of 15 HOURS for the Pre-School program. To be eligible for this funded program you **MUST** have a **CURRENT** HCC Card or other eligible Pension card on file with the Pre-School. If your card expires and is not replaced, you will be invoiced the pro-rata full fees from the date of expiration. Conversely if you become eligible during the year, please notify the Treasurer **IMMEDIATELY** so your invoice is adjusted appropriately.*

4 Payments

Payable	September	\$375
Payable	March	\$375
Payable	May	\$375
Payable	August	\$375

*Payments will be adjusted pro rata should a 4 year old child begin during a term/mid year

Pre-Kinder (3 year old Kinder)

Annual Fee \$1,240 - 1 session (3.5 hours) per week

4 Payments

Payable	September	1 Session: \$310
Payable	March	1 Session: \$310
Payable	May	1 Session: \$310
Payable	August	1 Session: \$310

*Payments will be adjusted pro rata should a 3 year old child begin during a term/mid year